

## Exciting Job Opportunity!

# DATA ENTRY AGENT



### POSITION OVERVIEW

North American Recovery, Utah's premier collection agency, has established an impeccable reputation as a collection agency by providing exceptional service in the area of bad debt recovery over the last 25 years. Our self-motivated employees enjoy working in a fast-paced, *professional* environment and love their challenging and rewarding jobs.

We are currently looking for a polished, assertive professional to fill a full-time Data Entry position in our Salt Lake office. This position requires an organized, detail oriented individual. They must have a professional and positive attitude and a willingness to learn multiple tasks. This position takes care of all incoming documents and makes sure all the information is updated and moved on to the appropriate department. This is a very dynamic position with many different tasks that must be completed each day.

### SKILLS, EDUCATION & PAY

#### REQUIRED SKILLS

- Happy, upbeat personality.
- Ability to work with minimal supervision, multi-task, prioritize, and meet deadlines.
- Strong organization and problem-solving skills.
- Proficient working knowledge of computers; Microsoft Office and Excel.
- Ability to work as a member of a team.

#### EDUCATION/EXPERIENCE

- High school diploma or equivalent.

#### INCOME

Pay will be based on a candidate's ability to fulfill the job requirement, his or her education, experience, technical expertise and overall ability to perform the job. The pay range for this position is \$13.00 - \$15.00 per hour.

Other benefits include a very generous 401K, health and dental insurance, paid vacation and a paid day off on your birthday *every year!!!*

If you're smart, talented, and motivated, and if you want a challenging *and* rewarding career, this is the job for you! E-mail a detailed cover letter, along with a salary history and your resume to [Employment@North-American-Recovery.com](mailto:Employment@North-American-Recovery.com) If you'd like to know more about our company visit our website or social media: [www.North-American-Recovery.com](http://www.North-American-Recovery.com), [NAR on LinkedIn](#), [NAR on Facebook](#).

Equal opportunity employer.